



# Northern Mallee Leaders Incorporated

## Alumni Committee

### Purpose and Terms of Reference

Revised November 2017

#### Name

Northern Mallee Leaders Inc. Alumni Committee.

#### Status of Committee

The Northern Mallee Leaders Incorporated (NML Inc.) Alumni Committee is a sub Committee of the Northern Mallee Leaders Inc. Committee of Management.

#### Purpose

To support the development of leadership capacity within the region through:

- professional development and networking opportunities,
- advocacy of the NML Program and
- ongoing support to the activities of NML Inc.

#### Responsibilities

The NML Inc. Alumni Committee will:

1. Support and encourage active membership of the NML Inc. Alumni.
2. Develop and maintain an active alumni event calendar.
3. Strengthen and support the NML Program through ambassadorship and advocacy.
4. Make recommendations to the NML Inc. Board on regional leadership issues and opportunities.
5. Research and undertake specific projects that can enhance regional leadership capacity such as:
  - Scholarship for future NML Program Participants
  - Mildura giving circle
  - Community development Fund concept for Mildura

### Committee Membership

1. Membership is available to NML Inc. Alumni members.
2. The Alumni Program Manager will advertise on the NML Alumni Facebook page and email graduates for nominations for membership of the NML Inc. Alumni Committee.
3. Applicants must submit their applications in writing.
4. A panel comprising three members of the NML Inc. Committee of Management will assess the expressions of interest in the first instance if there are more applications than places advertised.
5. Committee positions will be determined at the first meeting of the committee.

### Meetings

1. The NML Inc. Alumni Committee is to meet bi-monthly or as required.
2. The location, date and starting time for meetings will be advised on the agenda.
3. The Notice of Meeting and Business Papers shall be provided to members at least 4 working days prior to meeting.
4. Each meeting shall be recorded by the taking of notes by the Committee Secretary or nominated proxy.
5. Recommendations from the NML Inc. Alumni Committee meetings will be included in the Alumni Program Manager report to the next available NML Inc. Committee of Management meeting.
6. The quorum for each meeting will be one half members of the committee. If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse
7. Members of the NML Inc. Alumni Committee will not participate in discussions and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.
8. In the event of a tied vote, the Chair can exercise a casting vote.

### Term of appointment

1. A NML Inc. Alumni appointed to the NML Inc. Alumni Committee shall continue as a member of the Committee for two years from the date of appointment.
2. Committee membership can be terminated at any stage by the NML Inc. Committee of Management.
3. Any NML Inc. Alumni Committee Member wishing to resign from the Committee shall do so in writing.

### Support

The NML Inc. Alumni will be supported by the NML Inc. Alumni Program Manager and the NML Inc. Committee of Management:

The NML Inc. Alumni Program Manager will carry out responsibilities as outlined in their position description.

The NML Inc. Committee of Management support includes:

- Providing an annual budget for alumni activities,
- Considering recommendations from the NML Inc. Alumni Committee.

### Terms of Reference review

The NML Inc. Alumni Committee will annually evaluate and review these Terms of Reference for NML Inc. Committee of Management approval.

### Code of Conduct

NML Inc. Alumni Committee members will act in the best interest of NML Inc. at all times and in accordance with the NML Code of Conduct (under development).

A breach of the code of conduct may lead to disciplinary action as per NML Inc. Governance and Code of Conduct Policies and Procedures.

### Delegation

The NML Inc. Committee of Management will provide funds for Alumni activities, the funds are determined by the NML Inc. Committee of Management annually.

The NML Inc. Alumni Committee must present an annual budget for approval by the NML Inc. Committee of Management.

The NML Inc. Alumni Committee is encouraged to seek funds in addition to NML Inc. Committee of Management funding to create scholarship opportunities for future NML Program participants and to contribute to NML Inc. Alumni activities.

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